

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Date Approved 2nd December 2020

Date to be Reviewed 2nd December 2021

Signed: Jenah.

Name: MRS J. BORGNIIS

Position: CHAIRMAN

Payment of Invoices	Low	adopted Invoices issued	Clerk / RFO	

Date agreed: 2nd December, 2020

Date to be reviewed: Annually
(1 year from date of agreement) 2nd December, 2021

Signed: [Signature]

Role: CHAIRMAN (MRS. J. BORGNI)

VAT claims and returns should be completed promptly by the RFO (at least annually)

10. Placing Orders

Before placing an order a written quotation is required, 2 quotations for items in excess of £5000. Before committing to expenditure, the RFO should check that funds are available within the budget and that the council has the necessary power to incur the expenditure. (Refer Standing Orders for details on Contracts)

11. Contracts

For capital projects and other contracts estimated to cost in excess of £25,000 the council's contract standing orders should be followed.

12. Stores

The council keeps no stores.

13. Assets

An asset register is maintained by the RFO and reviewed annually. Assets will be maintained through reserve funds. Surplus assets should be disposed of, with the approval of council, for the best possible price.

14. Insurance

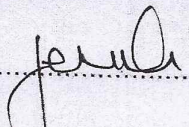
The council has an insurance policy which is reviewed annually and which includes Employers Liability, Public Liability, and Fidelity Guarantee. Asset insurance is agreed by the council.

15. Risk Management

The council needs to be aware of the significant risks that it faces and decide how to manage them. The risks will be assessed and action taken to minimise the risk. This will be recorded in a Risk Management Document. Risk can be managed through Insurance, inspections and risk assessments or outsourced. The RFO will be responsible for this.

Date Approved... 2nd December, 2020

Date to be reviewed... 2nd December, 2021

Signature... 

Name... MRS. J. BORGNIS

Role... CHAIRMAN